

MEMORANDUM FOR ADSO

SECRET

27 September 1947

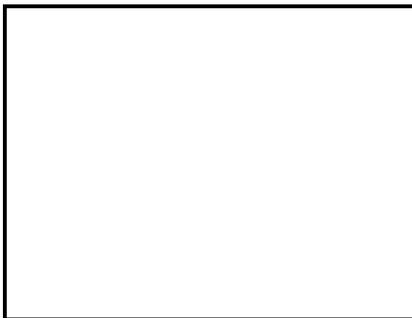
From: CSFD
Subject: Appointment of Certifying Officers

1. The Special Funds Regulations of CIA require that all accountings and vouchers be certified by a duly appointed Certifying Officer. Such certification signifies that the expenditures were in accordance with Regulations and, more specifically, that they are for necessary official purposes allowable under existing regulations and are properly chargeable to available appropriations.
2. The process of Certification is one of the two principal controls over the use of Special Funds; the other control being approval of the expenditure by a properly designated Approving Officer. These Approving Officers are persons having direct operational control over the operations incurring the expenditures. Thus every expenditure has both operational approval and administrative review.
3. It has been contemplated from the beginning of CIA that this certifying function would be delegated to qualified individuals in the field, if available, for the following reasons:
 - a. Disbursements should preferably be certified at the time of expenditure rather than weeks or months later.
 - b. Certification can best be accomplished by the individuals having direct access to the facts and details of the expenditures and such information is, of course, most available at the place of expenditure.
4. Up to the present time no field Certifying Officers have been appointed although in practice the Special Funds Officers at major field installations have been deemed to be fulfilling the responsibility for administrative review of expenditures. Their formal appointment as Certifying Officers has been delayed during the formative months of CIA when policies, procedures and regulations were being established, revised and amended. During this formative period it obviously would have been impractical to delegate the Certifying function to individuals in the field to whom no promulgation of policy and procedure had been made.
5. At the present time it is believed that the Special Funds Regulations and subsidiary directives and administrative procedures are sufficiently stabilized to permit transference of the certifying function to certain trained and competent employees at overseas

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stations.

6. It is, therefore, requested that the Special Funds Officers designated below be appointed as Certifying Officers:



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A draft memorandum is attached hereto which is believed adequate to accomplish the desired action.



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Attachment

cc: General Counsel ✓